

TUITION ASSISTANCE APPLICATION INSTRUCTIONS

Completing the Tuition Assistance (TA) Form: DA2171-E

1. You must provide the following information on the TA form:

a. **Application Data:** (A) Name, (B) SSN, (C) ETS, (D) MOS, (E) Degree Plan, (F) BPED, (G) Organization and Location of Assignment

b. **School Data:** (A) Name of School, (B) Address of School

c. **Course Data:** (A) Course number, (B) Course Title, (C) Days of the week, (D) Hours of Meeting, (E) Cost per credit hour, (F) Number of Credits, (G) Allowable Fees: lab fees or technology fee. Do NOT include books nor application fees. Identify specific fees on your fax cover sheet or in your email. (I) Course delivery method (C = classroom, E = online), (L) Course beginning date, (M) Course ending date.

d. **Review:** (A) Signature of applicant, (B) Telephone #, (C) Commander's Signature, (D) Typed/stamped name (first and last)/rank of commander, (E) Commander's Telephone #. Staff sergeants and below must have their commander's signature on the tuition assistance form authorizing enrollment. Sergeant First Class or above and officers can sign for themselves. **Signatures are required in both the applicant and commander blocks on the TA form.** All commissioned officers, including commissioned warrant officers incur an Active Duty Service Obligation (ADSO) and must agree to remain on active duty for two years after the completion of a course for which TA was used. Due to this requirement, **activated reserve officers are not presently eligible for active duty TA.**

e. **Tuition Assistance section** completed by the Education Counselor.

f. **Fiscal, Footnote Section:** Print your correct AKO e-mail address. Also you must enter your initials to indicate that you have read and understand the Statement of Understanding.

2. When you complete the TA form (**including required signatures**) and sign the TA Statement of Understanding, send both forms back to ta@stewart.army.mil, scanned as an email attachment or faxed to (912) 767-1097, (912) 767-1939; DSN: 870-XXXX.

The TA form is not valid until it has been reviewed and has been authorized by the Education Center Counselor, and the authorized signature of ESO is in block 5B.

3. Approved TA forms will be completed and a control number will be assigned. The form will be returned to you via an email attachment.

4. Signed TA forms must be forwarded to the college to complete registration.

5. After your TA is returned to you, **absolutely NO CHANGE** in class or money may be made without our approval. Changes made without Army Education Center permission could result in your having to pay for the course.

6. **TA forms should be received at least 10 days prior to beginning date of class. TA will not be approved after the college's drop/add period.**

ADDITIONAL INFORMATION:

1. Those soldiers not having a degree plan on file, after completing 9 SH of college credit, or having grades of "F", "I" or "W" will receive notice to contact Education Services for assistance. Their TA cannot be processed electronically.

2. **Retainability:** Soldiers must have sufficient time remaining in their term of service to complete the course before PCS/ETS/Terminal leave (USAR, ARNG ENLISTED SOLDIERS THAT HAVE BEEN ACTIVATED MUST SHOW ORDERS BRINGING THEM ON TO ACTIVE DUTY OR EXTENDING THEM ON ACTIVE DUTY).